

U. S. Department of Labor



Employment and Training Administration

Dallas / Denver Region IV

Dallas Regional Office
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Dallas, Texas 75202

Denver Affiliate Office
1999 Broadway, Suite 1780
P.O. Box 4650
Denver, Colorado 80202

July 18, 2003

DALLAS REGION: DIRECTIVE NO. 03-01

TO: DALLAS REGION CENTER DIRECTORS
DALLAS REGION CENTER OPERATORS
DALLAS REGIONAL OFFICE STAFF

FROM: JOSÉ M. de OLIVARES
Regional Director
Office of Job Corps

SUBJECT: CONSTRUCTION AND REHAB QUARTERLY REPORT

1. Purpose: To provide supplemental reporting instructions for the Quarterly Construction Rehab Report. The quarterly CRA status report assists in monitoring the financial status of construction/rehab projects being performed at all Job Corps centers and to identify projects which may require additional funding or those that have excess funding that may be removed from the contract or transferred to another project.
2. Background: The revised and reformatted PRH did not provide for a reporting format for the Construction and Rehab Report that was formerly included in old Appendix 905. However, PRH Exhibit 5-2 dated February 1, 2002, still requires the report to be submitted on a quarterly basis.

In September 2002, the National Office rolled-out the Financial Management System (FMS), a web-based application created to automate the preparation, submission, and approval of budget, expense, workload, staff vacancy, and various other reports for Job Corps Centers, Outreach/Admission (O/A), and Career Transition Services (CTS). FMS also includes modules to assist the Job Corps community in monitoring the status of projects and funding levels. However, the module is not expected to be implemented in the very near future.

The Regional and National offices have received a variety of different report formats and have found it increasingly difficult to discern the status of funded projects and/or the amount of available funds that can be transferred. Additionally, delays in completing funded deficiencies, included in the Inventory of Needs (ION), are further delayed because of escalating costs.



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3. Action: Until full implementation of the quarterly CRA report in FMS, all Dallas Centers are now required to use the interim MS Excel spreadsheet (attached) designed to standardize the quarterly reporting process.

Since reports have already been submitted for the June 30, 2003, ending date, it will be necessary to remove the sample data from the attached Excel spreadsheet and enter data applicable to your contract into this new reporting format. The report must be submitted electronically to all parties listed below by August 1, 2003.

The initial report for contract centers will include all funded projects covering the current contract. CCCs will report current program year projects plus any prior year carryover projects. Contract center reports must agree with the amounts reported on the Center Financial Report (ETA 2110) in FMS for total amount funded, undelivered commitments, and total obligations – less cost to complete. All amounts must be rounded to whole dollars. Since these reports are used by the Regional and National Office to monitor project and costs, it is essential that they be accurate.

In accordance with PRH Chapter 5, Exhibit 5-2, effective July 1, 2002, the period end and due dates for the CRA report is as follows:

PERIOD END DATE	DUE DATE
JUNE 30	JULY 20
SEPTEMBER 30	OCTOBER 20
DECEMBER 31	JANUARY 20
MARCH 31	APRIL 20

Quarterly reports should be forwarded electronically to the attention of the following staff:

Mike O'Malley, National Office	omalley.mike@dol.gov
Bill Dakshaw, National Office	dakshaw.bill@dol.gov
DOL Project Manager	lastname.firstname@dol.gov
P.B. Dewberry Project Manager	lastname.firstname@dol.gov

4. Effective Date: July 18, 2003.
5. Inquiries: Direct inquiries regarding these procedures to June Boswell at (214) 767-2574 or via e-mail.
6. Expiration Date: Until rescinded.

Attachment (Excel Spreadsheet)